

# Training

## 203.1 PURPOSE AND SCOPE

It is the policy of this department to administer a training program that will meet the standards of federal, state, local and the North Dakota Peace Officer Standards and Training (POST) Board's training requirements. It is a priority of this department to provide continuing education and training for the professional growth and progressive development of its personnel. By doing so, the Department will ensure its personnel possess the knowledge and skills necessary to provide a professional level of service that meets the needs of the public.

## 203.2 PHILOSOPHY

The Department seeks to provide ongoing training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Department will use courses certified by the North Dakota POST Board or other regulatory or nationally recognized entities.

## 203.3 OBJECTIVES

The objectives of the training program are to:

- (a) Enhance the level of law enforcement service to the public.
- (b) Increase the technical expertise and overall effectiveness of department personnel.
- (c) Provide for continued professional development of department personnel.
- (d) Assist in compliance with statutory requirements.

## 203.4 TRAINING PLAN

It is the responsibility of the Administrative Lieutenant or the authorized designee to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all employees. The plan shall include a systematic and detailed method for recording and logging of all training for all personnel. Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary. The plan will include information on curriculum, training material, training facilities, course and student scheduling. The plan will address the state-required, minimum-mandated training of licensed officers or civilian employees.

### 203.4.1 MANDATED TRAINING

- (a) Federally mandated training:
  - 1. National Incident Management System (NIMS) training (once depending upon position and rank).
- (b) State-mandated training:

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1. Licensed members of the Department shall complete no less than 60 hours of POST-certified and/or POST-approved training every three years (N.D.A.C. § 109-02-02-15 et seq.).

### **203.5 TRAINING NEEDS ASSESSMENT**

The Training Unit will conduct an annual training needs assessment and complete a report of the training needs. The training needs assessment report will be provided to the Chief of Police and staff. Upon review and approval by the Chief of Police, the needs assessment will form the basis for the training plan for the following fiscal year.

### **203.6 TRAINING PROCEDURES**

- (a) All training information and records will be under the control of the department's Training Sergeant.
- (b) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
  1. Court appearances
  2. Priority vacation
  3. Sick leave
  4. Physical limitations preventing the employee's participation
  5. Emergency situations
- (c) When an employee is unable to attend mandatory training, that employee shall:
  1. Notify his/her supervisor as soon as possible but no later than one hour prior to the start of training.
  2. Make arrangements through his/her supervisor and the Training Sergeant to attend the required training on an alternate date.
- (d) Members who attend any course of instruction or training, not arranged for by the Fargo Police Department (including advanced education) are responsible for providing written evidence of completion to the Training Sergeant for inclusion on the training records.
- (e) If the member is attending a course of instruction or training which has not been ND P.O.S.T. Board approved, and the member wants credit for the subsequent training hours applied to his/her police officer license, the member must submit the following to the Training Sergeant 45 days prior to the training:
  1. The name of course of instruction/training
  2. The course of instruction/training instructor biography
  3. The course of instruction/training course curriculum

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- (f) The Training Sergeant will be responsible for notifying the ND P.O.S.T. Board of all certified training for department members.

#### **203.7 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Fargo Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the policy manual administrator.

Personnel assigned to participate in DTBs shall only use login credentials assigned to them by the policy manual administrator. Personnel should not share their password with others and should frequently change their password to protect the security of the system. After each session, employees should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Employees who are assigned to participate in the DTB program should complete each DTB by the end of their shift or as otherwise directed by their supervisor. Employees should not allow uncompleted DTBs to build up over time. Personnel may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet active computer, employees shall only take DTBs as part of their on-duty assignment, unless directed otherwise by the policy manual administrator.

Supervisors will be responsible for monitoring the progress of personnel under their command to ensure compliance with this policy.

#### **203.8 POLICE TRAINING PROGRAM**

The lieutenant with administrative oversight of the Police Training Program (PTO) shall establish a program for recruit peace officers that is of sufficient duration to provide for the adequate orientation and training of the new peace officer in the lawful operations of the Department. The program shall establish procedures for the selection, appointment and training of Police Training Officers (PTO) and supervisors participating in the program and the rotation of PTO personnel to provide for the objective evaluation of recruit performance.